

# Idaho Federation of Music Clubs Local Club Treasurer's Checklist

## ***August of each year:***

\_\_\_ Send money for club's request for NFMC liability insurance for September-December events.

## ***September and October***

\_\_\_ Collect all dues for your Senior and Junior club members.

\_\_\_ Share the pink remittance form with other treasurers who may be sending in money, such as Junior Club, an Associate group, or Past Presidents.

\_\_\_ Be sure that you use the latest pink sheet: notice the date at the bottom of the form, and throw away old forms.

\_\_\_ Always send a pink sheet with any monies so the treasurer knows exactly what it's for.

## ***November 20***

\_\_\_ Senior, Junior, and Associate group dues must be sent to the state treasurer by this date.

\_\_\_ Starting in 2016, students' names must be submitted with the junior dues.

\_\_\_ Names and addresses are required for each senior member. Send these by email to treasurer Karen Johnson [kj4piano@gmail.com](mailto:kj4piano@gmail.com). Use an Excel spreadsheet. \*Names and addresses are needed for *Music Clubs Magazine*.

\_\_\_ Teachers entering students in Festival must subscribe to *Junior Keynotes* magazine. The cost is \$6 and must accompany dues. The local club either charges teachers outright for the magazines or includes it in the dues.

\_\_\_ Past Presidents pay dues of \$2, and then they are required to donate toward National Young Artist. Make sure that you designate the donation to the National Young Artist on the pink sheet. Some past presidents also designate some money to the state Young Artist fund.

## ***December 1***

\_\_\_ NFMC deadline to send insurance *money* for events January 1 through August 31. You will be asked to send your *events* to the state president before this date.

## ***March 15***

\_\_\_ Send Founder's Day, ONP, and other national contributions.

\_\_\_ Send a state scholarship donation from your club.

## ***May 15***

\_\_\_ Festival entry fees are due by this date.

*Karen Johnson, Treasurer*  
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* First Name	Last Name	Street Address	City, State, Zip Code
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